



To: West Fargo Public Library Board of Directors
From: Maria Kramer, Deputy Director of Public Services, WFPL
Date: August 19, 2021
Subject: Review and approve Circulation Limits policy revision
Action: Approve revisions to Circulation Limits Policy

**West Fargo Public Library
Board of Directors**

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Summary and Recommendation:

Recently, Library staff discovered that online checkouts were adding to patrons' item limits in our library management system – limiting the number of physical items they could take home. Upon this discovery, Library Administration performed research on the item limit policies of other libraries in North Dakota and Minnesota, and found that the vast majority of them have checkout limits of 50 items or more. Analysis of WFPL's collection turnover rate revealed that increasing the item limit to 50 would not put an undue burden on WFPL's collection.

We recommend that the WFPL circulation limits are revised to be more in line with other libraries in our region, as set forth in the Circulation Limits Policy draft.

Policy Analysis:

This policy change brings our Circulation Limits policy more in line with WFPL's draft Mission Statement - "As a civic resource, the West Fargo Public Library's mission is to provide equitable access to a wide variety of resources and opportunities so that residents can achieve their goals, explore their passions, and develop social connections."

Financial Analysis:

Molly Flaspohler, Collection Development and Technical Services Manager, analyzed the WFPL collection's turnover rate – the number of times each individual item circulates in a year, averaged. She further broke down this analysis to measure activity in various specific areas – for example, picture books, board books, DVD's, etc. While some high-demand areas may be affected by this policy change, by and large, the WFPL collection and budget can support increased turnover. The area of highest turnover is Board Books, and WFPL had been planning to expand this collection prior to this policy revision.

Process/Timeline:

Upon approval, this policy would be implemented immediately. Staff will be trained in the changes and new promotional materials will be made to inform patrons.

Circulation Limits, Loan Periods, Late Fines, and Related Charges

Circulation Limits

Circulation Limits: Resident and Non-Resident Card Holders

~~30~~ 50 items per card, including but not exceeding:

~~10~~ 15 movies (DVD or Blu-ray)

~~10~~ music CDs

Circulation Limits: Temporary Card Holders

10 items per card, including but not exceeding:

4 movies (DVD or Blu-ray)

~~2~~ music CDs

Circulation Limits: Institutional Card Holders

~~50~~ 75 items per card, including but not exceeding:

~~10~~ 15 movies (DVD or Blu-ray)

~~10~~ music CDs

Loan Periods

Most materials may be checked out for up to 3 weeks, with the exception of:

- 1 week loan period: DVDs, Magazines, State Park Passes, iPads, children's tablets
- 8 week loan period: book club kits
- 90 minute loan period: laptops (in-library use only)
- Electronic materials: varies (automatically returned)
- Interlibrary loans: varies based on lending library

Most items may be renewed twice. Exceptions include book club kits, laptops, and Metro Arts Passes, which cannot be renewed. Requests for renewal of interlibrary loan materials must be made in advance and are determined by the lending library.

Late Fines

The West Fargo Public Library does not charge late fines with the exception of iPads and children's tablets. Late fine for iPads and children's tablets is \$5.00 per day.

Related Charges:

Library Card Charges:

Resident, Temporary, and Institutional cards	no charge
Non-resident Library Card	\$5.00 / year
Replacement of damaged card	no charge
Replacement of lost card	\$1.00

Replacement Charges:

Replacement charges for items lost or damaged will vary with the cost of the item.

Copier/Printer Charges:

Copier/Printer fee – black and white, per page	\$0.10
Copier/Printer fee – color, per page	\$0.50

Fax Charges:

Out-going faxes, per page	\$1.00
In-coming faxes, per page	\$1.00